CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>CD0128</u>					
Classification Specification: _	COMMUNITY DEVELOPMENT DIRECTOR				
Salary Range:	Level 3 – Management Benefit Level A				
Position Description:	Community Development Director				
Incumbent:					
Location: Community Development Department					

GENERAL PURPOSE:

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, implementing, administering and evaluating comprehensive planning, community development and code enforcement programs to meet the City's present and future needs.

This executive level position is responsible for the planning, zoning, plans examination, building inspection, development permitting, and building code enforcement functions of the City; the development of short and long-range plans to meet the City's strategic plan targets set by the City Council and the Mayor, ensuring that the strategic plans and initiatives for the department are accomplished; the development and administration of the department's policies and procedures in accordance with City policies, procedures, standards and values; and serving as a member of the Mayor's Leadership Team (an executive management team). Incumbent shall have complete charge of all the work and employees of the department. Results of work are evaluated for fulfillment of organizational objectives, effectiveness/efficiency of services provided, and the contribution to meeting the community's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership and direction to the Community Development Department, which consists of the Planning office, the Building and Development Services office, and the Permit Center.

Assumes a lead role in identifying issues and alternatives for policy makers; identifies code and planning issues of communitywide socio-economical significance and the impact of these issues in the community; develops reports based on an analysis of the issues; presents alternative courses of action and consequences of recommended alternative(s); recommends legislation on the short- and long-range community development issues.

Prepares an annual department work program and budget; works with division heads to

ensure that goals of the department are being accomplished according to program objectives and time-tables.

Performs professional planning tasks on advanced and complex planning projects as required; discusses department activities problems with the public on obtaining zoning permits, or on environmental concerns, subdivisions or short plats, general urban development or department activities.

Attends meetings of Federal, State, regional or other local governments to review areawide plans and programs and gather information important to the continued function of certain department projects.

Oversees the preparation of environmental assessments and environmental impact statements.

Attends City Council, Council Committee, and community meetings, and provides staff assistance and advice as needed.

Serve as technical advisor to department directors, the Chief Administrative Officer, the Mayor and City Council on matters of land use and planning, community development, environmental impact, and related policies.

Serves as a member of the Mayor's leadership team; assist in the development of City-wide strategic planning, policy and organizational development.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES:

May serve as acting Chief Administrative Officer in the Officer's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Planning principles, techniques and socio-economic and legal implications of planning.
- Legislative provisions, ordinances and codes governing the planning process and municipal government.
- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances.
- Current literature, trends, and developments in the field of land use, urban planning and community development.
- Effective and result-oriented management principles and practices.
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting.

SKILLED IN:

- Effective organization and expression of ideas through use of oral and written communications.
- Effective use of interpersonal skills in a tactful, patient and courteous manner.
- Planning, developing, implementing, maintaining, evaluating, and modifying a comprehensive and integrated planning and community development programs.
- Gathering, correlating, and analyzing facts and devising solutions to planning and community development and management problems.
- Managing staff including hiring, training, directing, evaluating, awarding and disciplining employees.

ABILITY TO:

- Identify and analyze issues and trends in the community, to develop innovative approaches, to recommend short-and long-range policies to effectively deal with issues and trends, and to effectively implement policies.
- Plan, develop, implement, direct, coordinate and evaluate department programs and personnel.
- Lead, motivate, and maintain a high level of morale.
- Effectively direct and evaluate the work of others involved in the development and implementation of programs.
- Deal with volatile issues and maintain a professional posture.
- Establish and maintain effective working relationships with elected officials, city officials, department personnel, other department heads, outside agency personnel and the public.
- Develop and effectively present programs and budgets.
- Effectively give public presentations and speeches.
- Accurately interpret codes and ordinances.
- Analyze organization and management problems, develop alternative courses of action, and develop creative and innovative approaches to organization and management issues and problems.
- Compose, proofread and edit speeches and articles for publication, general correspondence, reports, contracts, grievance responses, personnel policies and procedures, etc.
- Read, analyze and interpret technical journals, financial reports, legal documents, operating
 and procedure manuals, general business periodicals, professional journals, government
 regulations, etc.
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public.
- Speak effectively and present information to top management, employee groups, public groups, and/or City Council.
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor degree in Public Administration, Business Administration, Urban Planning, Economics or related field; and

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Experience: Five (5) years of responsible managerial experience in planning, building and

development permitting.

Or: In lieu of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

 Master's degree in Public or Business Administration, Urban Planning, Economics or related field is highly desirable.

- Active membership in the American Institute of Certified Planners (AICP) is desirable
- Valid Washington State's drivers license

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, projector, dictaphone and typewriter.

Motorized vehicles including, but not limited to, incumbent's personal vehicle to commute to meetings at locations other than incumbent's primary work site.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to walk, stand and reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by developers, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance at City Council and Committee meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

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SIGNATURE	S:				
Incumbent's	s Signature	Date	Supervisor's Signature	Date	
Approval:					
Department	Director/Designee	Date	Human Resources Director	Date	
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised , 2/16/07 AH